

Milford Town Library  
Board of Library Trustees  
Thursday, November 14, 2019  
Meeting Minutes

Present: Ed Bertorelli, Sue Edmonds, Al Spittler, Margaret Myatt, and Marco BonTempo  
Public Johnna Cooley

- I. Call to Order - Ed Bertorelli calls the meeting to order at 7:00 pm.
- II. Approval of Agenda: The agenda is handed out. **Motion** to approve today's agenda by Margaret, second by Marco. Vote unanimous.
- III. Approval of Minutes from October 10, 2019 by Margaret, second by Al. Vote unanimous.
- IV. Approval of Warrants: Warrants distributed and read aloud by Ed Bertorelli. **Motion** to approve warrants by Margaret, second by Marco. Vote Unanimous.
- V. Invitation to Speak: The social media policy is distributed. Audrey Snowden to speak at the next meeting. Sue to pass along the documents to HR.
- VI. Appointments: None at this time.
- VII. Reports and Statistics:
  - A. Committee Reports:
    1. Job Description: Nothing at this time.
    2. Hill Garden Committee: The garden is being fixed. The walkways have been carved out. The granite will be laid soon once the temperature allows. The benches have been set. The concrete has been laid for the statue.
    3. Disaster Committee: Margaret mentions the committee met. Information is being pooled to find the best options for any issues that may arise. Ed mentioned he is in the works with finding out about the trainings mentioned in the last meeting.
    4. Room Policy: Margaret, Stephanie and Sue met. The sign outside is generally just for alerting the public about library sponsored programs. This ruling will be continued. Next meeting will be Tuesday, they are working on the draft.
  - B. Director Report as distributed. Sue said the shelving should arrive early next year. Margaret mentioned possibly having looping installed when the rug is getting replaced in the Children's room, this would be for the hearing impaired.
  - C. Staff Reports as distributed.

VII. Old Business:

- A. Budget update: The budget from 2021 - 2026 is distributed. The carpeting and the shelving are listed on the budget. The fence, electrical updates and new furniture are also listed.
- B. IT Update
  - a. MeeScan update: Usage still increasing.
  - b. Microfilm reader. Waiting for the correct hook-ups for the monitor. Also a hidden network will be used.
- C. Construction Quote Updates:
  - a. HVAC: Waiting for ENE updates.
- D. Punch List:
  - a. Asst. Director posting. No change.
  - b. HR/Disciplinary policy. HR responsibility
  - c. Schedule of contract renewals: Update at next meeting.
  - d. Department listings. Final review needed by Jenn DeManche.
  - e. MTL Gift Accounts: No change.
  - f. Room Policy: No change.

VII. New Business:

- A. Updating Capital Plan 2021-2026: Updated above.
- B. Job Description Committee Organization: Jen has most of the notes from the previous meetings. A letter is distributed from Michael on the Executive Board and Ed reads it aloud. **Motion** to approve the process as recommended in the letter by Margaret, second by Marco. Vote unanimous.

IX: Adjournment: **Motion** to adjourn at 7:32pm by Margaret, second by Marco. Vote Unanimous.

Next Scheduled Meeting: Thursday December, 12 @7pm.